Award Equipment Tracking

Selecting the Equipment Tracking in an award will display the Equipment management screen if equipment is included on the project. Users will be able to view the equipment description, the amount approved for the purchase by the sponsor, the unit responsible for the purchase, any cost sharing of the purchase, the actual amount spent, the disposition of the equipment as stipulated in the award notice from the sponsor, and any inventory number.

1. Login to your SmartGrant PRODUCTION account and open the GAID record. To access your available list of awards, select the menu path of **Award Functions**→**Award Functions**→**Update Awards**→**List Awards**. Click the List tab or click the List button for Funded Research to locate the award.

2. To access the cost share tracking, select the menu path of **Accounting**→**Equipment Tracking**.

3. Select the equipment line to review and/or edit the details of the equipment. Or, click “Add” to include a new equipment line.

4. Confirm details and/or edit specifics of the cost equipment items. There is no export of equipment details within the UI; users simply view and manage within the award record.